



## IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Administration and Finance Assistant	
Position Number	Community	Division/Region
71-2248	Yellowknife	JK-12 Student Services /HQ

## PURPOSE OF THE POSITION

The Administration and Finance Assistant provides a full range of administrative, secretarial and financial support services required for the efficient operation of the JK-12 Student Services and JK-12 Education System Services Divisions.

## SCOPE

Located in Yellowknife, the Administration and Finance Assistant reports to both the Director of JK-12 Student Services and the Director of JK-12 Education System Services, and performs administrative work for two (2) Directors, and all divisional staff. The two (2) Divisions consist of approximately forty (40) indeterminate staff, all of whom, will, on occasion, assign work to the Administration and Finance Assistant.

This position is the first point of contact with the public for both Divisions, and is required to provide information for public inquiries concerning student support and education system related programs and services.

The Administration and Finance Assistant works with confidential matters relating to personnel, finance, administration and legal matters, and is often called upon to exercise judgment regarding responding to telephone calls, making commitments on behalf of Directors or divisional staff, following Departmental processes, and initiating Bring Forwards (BFs).



## **RESPONSIBILITIES**

### **1. Provide frontline administrative and office management services for both Divisions, ensuring all administrative functions are achieved consistent with government policies and procedures.**

- Maintain the office mail system including receiving, sorting, distributing all divisional mail, and arrange for courier or air cargo delivery as required.
- Personally handle correspondence of an urgent or confidential nature along with registered or special delivery items.
- Type, format, print, and route correspondence, reports, briefing notes, reports, responses to oral and written questions, statements, and Cabinet and Department of Finance submissions using approved Legislative Assembly templates, new Government of the Northwest Territories (GNWT) visual identity program (VIP), and ensure accuracy.
- Assists with the preparation and updating of manuals, presentation materials and briefing materials.
- As required, assist staff with data entry into the GNWT's PeopleSoft and SAM systems;
- Work closely with and support all other Education and Culture Branch Administrative and Finance Assistants.
- Liaise regularly with ECE Directorate Executive Assistants and Office Managers.

### **2. Provide frontline reception services and office process coordination for both Divisions.**

- Greet visitors and answer routine questions or general inquiries from the public and staff related to programs and services of both Divisions.
- Answer a multi-line telephone, take messages and redirect calls as required.
- Coordinate and arrange meetings, boardrooms, conference calls, hospitality requests, special events, and other appointments and conferences for Directors and divisional staff.
- Assist with divisional conferences, meetings and other special events as required.
- Prepare, record, track and distribute meeting agendas, minutes, action trackers, Records of Decisions (RoD) and/or Summary of Discussions (SoD), as directed.
- Make travel arrangements for Directors, Assistant Director, Managers, and divisional staff, and others, as required, including routing and tracking travel requests, booking travel and accommodations logistics, as well as assisting divisional staff with SAM travel authorizations, cash advances and expense reports.
- Coordinate with other branch Administrative and Finance Assistants, the purchase and organization of divisional office supplies and maintain a resource inventory.
- Maintain and arrange for servicing of all office equipment.



**3. Provide financial administrative support for both Divisions, including preparing variance reports, contribution agreements, and travel expenses.**

- Work with staff from the Finance and Capital Planning (FCP) Division, to prepare monthly Variance Reports for the Directors' review and approval using the SharePoint system.
- Track divisional expenditures by budget categories and program account coding.
- Ensure all expenditures comply with the accounting and expenditure requirements according to Financial Administration Manual (FAM).
- Monitor, maintain and track payments to ensure invoices are consistent with approved expenditures within the contract/agreement.
- Review and monitor spending authority for payment/invoices against budget/funding allocations to verify sufficient funds are available for specific activities.
- Prepare and complete Visa expenditures for Directors and support divisional staff as needed.
- Prepare and process honoraria for board members.
- Complete System for Accountability and Management (SAM) travel expense entries for Directors and divisional staff, as required.
- Assist staff in the preparation of contracts, request for proposals, and service contracts.
- Work with staff from the FCP Division, to prepare, complete, track and finalize all divisional Grants and Contribution Agreements.
- Compile information and activity reports on services offered, as required by divisional contribution agreements.

**4. Provide ongoing records management and maintenance of the Divisions' files.**

- Maintain central files for the programs and services of the Divisions, as well as program files in accordance with the Department's records management system(s): Administrative Records Classification System / Operational Records Classification System / Digital Integration Information Management System (ARC/ORCS/DIIMS).
- Create new files, close dated files and prepare for disposition according to the records management schedule and policies.
- Enter documents into the computerized records management system and maintain on-line file lists.
- Establish, maintain and use a bring-forward (BF) system.
- Maintain staff leave and attendance records, and other personnel documents.

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.



### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge office and administration practices and procedures
- Knowledge of and ability to use computer information systems, especially multimedia software, word processing and publishing programs, such as Microsoft Office, Word, Access, Excel, PowerPoint, including accessing the Internet, and email applications.
- Knowledge of and/or the ability to acquire and apply knowledge of financial administration and human resources software programs such as System of Accountability and Management (SAM) and Human Resources Information System (HRIS).
- Knowledge of basic records management policies and procedures including records disposition, and the ability to learn and utilize systems such as ARCS, ORCS and DIIMS.
- Ability to understand NWT Indigenous cultures and educational history in order to incorporate traditional knowledge and worldviews into all aspects of the work.
- Ability to understand the impacts that colonization, institutional and structural racism, and biases have had on society, in particular Indigenous people.
- Verbal and written communications skills.
- Keyboarding skills.
- Interpersonal and public relations skills and the ability to act with tact and diplomacy.
- Organizational, time management and priority setting skills, with a high level of accuracy and attention to detail.
- Ability to assume responsibility and work independently without direct supervision.
- Ability to exercise initiative and judgment.
- Ability to work cooperatively in team situations.
- Ability to manage time and tasks efficiently and effectively.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

**Typically, the above qualifications would be attained by:**

A relevant Office / Business / Administration certificate program and one (1) year of experience in an office/administrative environment.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

**Position Security**

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

- ☐ French required (must identify required level below)
  - Level required for this Designated Position is:
  - ORAL EXPRESSION AND COMPREHENSION
    - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
  - READING COMPREHENSION:
    - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
  - WRITING SKILLS:
    - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☒ French preferred

**Indigenous language:** Indigenous Language - Not Specified

- ☐ Required
- ☒ Preferred